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| Location: |  |
| Date of trip: |  |
| Date of Assessment: |  |
| Assessor’s Name: |  |
| Review Date: |  |

1. Overview

This risk assessment identifies potential hazards associated with the Stopsley Baptist Church Youth residential trip including accommodation, activities, food and drink, and general well-being. Control measures are put in place to reduce risks and ensure a safe and enjoyable experience for all participants.

1. Risk assessment table

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| --- | --- | --- | --- | --- |
| **Hazard** | **People at Risk** | **Risk level (Low /Mid /High)** | **Control Measures** | **Residual Risk (After Controls** |
| Youth staying away from home (homesickness, anxiety, safeguarding concerns) | Youth | Medium | * Pre trip briefing for leaders, youth and parents information sent by e-mail. * Leaders to be trained in safeguarding. * Clear rules on supervision, room allocations, and curfew. * Young leaders given contact details for leaders in case of concerns. | Low |
| Transport to and from the venue (accidents, breakdowns, delays) | Youth Leaders | Medium | * Only licensed, insured drivers and roadworthy vehicles used. * Seatbelts worn at all times. * Emergency contacts and breakdown procedures in place. * Parents responsible for their own children’s drop off. | Low |
| Activities (sports, games, outdoor pursuits, team-building exercises)   * Archery covered by their own risk assessment | Youth | Medium | * Visual risk assessment carried out at all locations. * Supervised by qualified leaders or instructors. * First aid kit available at all times. * Youth briefed on safety procedures before each activity. | Low |
| Walking activity (getting lost, road crossings, uneven terrain, exhaustion) | Youth, Leaders | Medium | * Route pre-planned and assessed for hazards. * Leaders to carry a map, first aid kit, and emergency contact numbers. * Appropriate footwear and clothing required. * Group stays together, regular headcounts conducted. * Road crossings supervised by leaders. | Low |
| Slips, trips, and falls (inside accommodation, during activities, outdoors) | Youth, Leaders | Medium | * Venue inspected for hazards (wet floors, loose carpets, uneven surfaces). * Footwear guidance given for different activities. * Leaders to supervise high-risk areas (e.g. stairs, outdoor trails). * First aid available. | Low |
| Food and drink (allergies, food poisoning, choking) | Youth, Leaders | Medium | * Allergy information collected before trip. * Meals prepared by volunteers trained in food hygiene * Handwashing encouraged before meals. * Food stored and cooked safely. * Supervision during mealtimes for younger youth. | Low |
| Fire safety (accommodation, cooking areas, campfires if applicable) | Youth, Leaders | Medium | * Fire exits and procedures explained upon arrival. * No open flames indoors. * Fire extinguishers and alarms checked and operational by the centre. * Nighttime leader checks to ensure all are accounted for. | Low |
| Medical emergencies (pre-existing conditions, accidents, sudden illness) | Youth | Medium | * Medical forms completed for all participants before the trip. * Firs aiders present at all times. * Emergency contacts and nearest hospital identified * Medication stored securely and administered as required | Low |
| Safeguarding (inappropriate contact, youth leaving site unsupervised) | Youth | High | * All leaders DBS-checked and trained in safeguarding. * Clear supervision ratios and designated sleeping areas. * No youth to leave site without leader. * Code of conduct explained to all participants. | Low |
| Nighttime incidents (sleepwalking, illness, youth leaving rooms unsupervised) | Youth | Medium | * Night patrol by leaders. * Separate sleeping areas for males and females. * Emergency contact for parents available overnight. | Low |
| Weather conditions (cold, rain, heat, sunburn, dehydration) | Youth, Leaders | Medium | * Weather forecast checked before activities. * Suitable clothing and sun protection advised. * Water bottles encouraged to prevent dehydration. * Alternative indoor activities planned for extreme weather. | Low |

1. Supervision & Responsibilities

**Leader-to-Youth Ratio**: Minimum 1:6 ratio with additional support for high-risk activities.

**Roles & Responsibilities:**

* **Trip Leaders**: Overall responsibility for safety and coordination.
* **First** **Aiders**: Available at all times.
* **Activity** **Leaders**: Responsible for supervising specific activities.
* **Pastoral** **Support**: Leaders trained in mental well-being and homesickness support.
* **Safeguarding** **Officer**: Ensuring policies are followed and youth are safe.

1. Emergency Procedures

**Missing Youth**: Immediate search by leaders, emergency contact called to phone the missing person. Followed by emergency services if not found within 30 minutes.

**Medical Emergency**:FirstAid administered; emergency contact contacted; emergency services contacted if necessary.

**Fire**: Evacuate to designated meeting points; emergency services called if needed.

**Behavioural Issues:** Addressed according to Stopsley Baptist Church’s safeguarding and discipline policies.

1. Approval and Review

**Assessor’s name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approver’s name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This risk assessment must be shared with all leaders before the trip and communicated to youth and parents where necessary.